

UNITED STATES GOVERNMENT

CONFIDENTIAL*Memorandum*

25X1A

TO : [REDACTED]
5E56 Hqs

DATE: 17 February 1964

25X1A

FROM : Mr. [REDACTED]
7D35 Hqs

25X1A

SUBJECT: Could you please find out the following for me:

- 1874
15 Feb 64
Ret
- a. "Production" by each recruiter for FY-1963, broken down by JOT, "professional", clerical and commo.
 - b. The same for the first six months of FY-1964.
 - c. The number of (1) external JOTs and (2) JOTs from within CIA in the two 1963 classes and the January 1964 class.
 - d. The (1) clerical skills standards required for clericals hired in FY-1963 and (2) the higher standards now required. I assume these are typing and dictation and verbal requirements on which they are tested.

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Thank you very much.

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